

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date March 13, 1981 Application Number DHR 81-6	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES State Health Planning & Development Agency 43A Executive Park East, N.E. Atlanta, Georgia 30329	ARCHIVES AND HISTORY Application Number 76-150-A Date Received MAR 17 1981 Date Completed APR 1 1981
---	--	---

2. Person to Contact
Patricia Leet
Working Title
Director
Telephone Number
894-2676

3. Action Requested
a. ☐ Establish Retention Schedule; record will continue to accumulate. to show: change in organization
b. ☐ Dispose of present accumulation; no further accumulation anticipated. and change in series title
c. ☒ Amend Application No. 76-150 Check One: ☒ Change; ☐ Supersede; ☐ Void

4. Dates of Series
Earliest
Latest
5. Records Series Title (followed by title used in office, if different)
State Health Planning and Development (SHPDA) **
Director's Subject Files

6. Division and Office Function
What is the function of the Division and the Office in which this record series is created?
The State Health Planning and Development Agency has the responsibility for providing planning and technical assistance to managers and planners for meeting the expectations of the Federally-funded comprehensive health planning programs. This is accomplished by: preparing the State Health Plan for determining the health service requirements of Georgia residents; identifying the available resources for health services; developing plans for carrying out activities to provide health service needs; approving or rejecting Certificate of Need applications; reviewing and commenting on applications in accordance with Section 1122 of the Social Security Act; providing staff assistance to the Statewide Health Coordinating Council; approving architectural plans and monitoring construction of health facilities; monitoring uncompensated care provided for poor patients; and implementing Appropriateness Review for assurance that institutional health services are meeting the needs of citizens when measured by established standards.

7. Records Series Description
This file contains the following documents (includes form numbers and titles, if any): Attach samples of the file.
Documents relating to:

Included are:

** The information contained in the series still applies but the organization changed.

The State Health Planning and Development Agency replaced two DHR operations: the Office of Comprehensive Health Planning and the Plans and Construction Unit (Hill-Burton)

The file is arranged :

8. Monthly Reference Rate
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ;
twenty-five months and older _____ ?
How often are records referred to which are:

9. Annual Rate of Accumulation of Records

Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be deleted separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Alvin C. Lee</i>	3/12/81	<i>Elizabeth W. Crank</i>	3/10/81
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee <i>[Signature]</i>	<i>[Signature]</i>	4-1-81
	Secretary of State/Designee <i>[Signature]</i>	<i>Carroll Hart</i>	3-25-81
	Attorney General/Designee <i>[Signature]</i>	<i>[Signature]</i>	4-1-81

4171-10
22.10
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 5, 1976	1. Agency Address Department of Human Resources Office of the Commissioner Comprehensive Health Planning Unit 16 Executive Park Drive, N.E. Atlanta, Georgia	Application Number 76-150	
Application Number DHR-60		Date Received MAY 11 1976	Date Completed MAY 26 1976
2. Person to Contact Patricia Leet		Working Title Director	Telephone Number 634-6342
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1969 Latest Present		5. Records Series Title (followed by title used in office, if different) Comprehensive Health Planning Director's Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Department of Human Resources, headed by the Commissioner, is responsible for the planning, organizing, directing, coordinating and controlling the delivery of services to the residents of the State of Georgia. Included are diagnosis and treatment of mental disorders; control of physical health programs; administration of categorical public assistance programs, federal food programs, and medical assistance programs; administration of the delivery systems for services directed to indigents, children and consumer information; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as a productive member of society; administration of programs for the elderly; evaluation of programs of the Department and suggesting improvements in these programs; and supportive services. (see attached sheet)			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: all areas of responsibility and interest of the Director of the Comprehensive Health Planning Unit. Included are: correspondence; memorandums, reports; directives; minutes of staff meetings; legislative and budget materials; communications with state and federal officials; research projects; and other documents relating to functional areas of the agency. File ^{is} arranged: alphabetically by subject.			
8. Monthly Reference Rate One to six months old <u>5</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

State Archives personnel have evaluated file series and have requested that material retired to State Archives.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Please note: This unit will probably be abolished as of July 1, 1976. Their duties will incorporate into the new federal Comprehensive Health Planning Program.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Virginia S. Lindsay</i>	5/7/76	<i>William J. M. Womack</i>	5-10-76
State Records Committee (Signature) Date			
State Auditor/Designee		<i>William M. Ruffen</i>	5-20-76
Secretary of State/Designee		<i>Carroll Hunt</i>	5-20-76
Attorney General/Designee		<i>Robert H. Shell</i>	5-25-76

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

Department of Human Resources
Office of the Commissioner
Comprehensive Health Planning Unit
16 Executive Park Drive, N.E.
Atlanta, Georgia

Page 3

#6 continued

Comprehensive Health Planning Unit provides planning and technical assistance to managers and planners, meets the expectations of the federally funded comprehensive health planning program, supports the DHR management in department wide planning projects and initiates organization development.